

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Construction Codes
4. Civil Service Position Code Description Elevator Inspector-E	10. Division
5. Working Title (What the agency calls the position) Elevator Inspector	11. Section Elevator
6. Name and Position Code Description of Direct Supervisor LALONDE, CRAIG L; CODE INSPECTION SUPERVISOR-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor LALONDE, CRAIG L; CODE INSPECTION SUPERVISOR-3	13. Work Location (City and Address)/Hours of Work / M-F 8-5
14. General Summary of Function/Purpose of Position This position is responsible for the inspection of new or altered elevating devices to determine compliance with applicable laws, rules, and standards; perform annual or periodic inspections on commercial elevating devices as determined by law or rules; order necessary corrections when violations are identified and follow-up to make sure corrections have been made; and maintain records and reports. In addition, the inspector may investigate elevator accidents and complaints, and assist with prosecution of violations of the law or rules.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1**General Summary:****Percentage: 54**

Annually inspect elevating devices in an assigned area of the state.

Individual tasks related to the duty:

- Inspect commercial elevating devices, including but not limited to, passenger or freight elevators, escalators, dumbwaiters, one-man hand or one-man electric power elevators, residence elevators, construction personnel hoists, sidewalk elevators and special elevating devices to ensure compliance with applicable laws, rules, and standards. Inspection to include but not limited to, elevator systems located in machine rooms, machinery spaces, hoistways, hoistway entrances, pits, car tops, and access to those spaces.
- Inspect belt manlifts to ensure conformance with applicable laws, rules, and standards. Inspect component parts, including but not limited to, belts, steps, handholds, belt splices, landings, proper lighting as required.
- Inspect other types of elevating equipment, including but not limited to, stair climbers, outdoor incline lifts, and wheelchair elevating devices to ensure compliance with applicable laws, rules, and standards.
- Inspect all parts of the elevating device to determine compliance with the applicable laws, rules, and standards.
- When necessary, consult with elevator contractors, architects, state and local building officials, fire departments, state and local fire marshals, elevator owners, and elevator manufacturers.

Duty 2**General Summary:****Percentage: 28**

Perform final inspections.

Individual tasks related to the duty:

- Inspect new or altered elevating devices for compliance with applicable laws, rules, and standards.
- Supervise and direct the testing of elevating devices by the licensed contractor responsible for the installation or alteration.
- Review engineering drawings to determine if the installation has been installed properly and the engineering calculations are checked to determine if they are accurate.
- Test component parts, including but not limited to, interlocks, brakes, relief valves, pistons, reverse phase relays, escalator steps, motors, and wiring sizes in accordance with the applicable laws, rules, and standards.

Duty 3**General Summary:****Percentage: 10**

Identify code and safety violations and issue correction orders.

Individual tasks related to the duty:

- Identify code and safety violations, research and determine code section in violation, order timely corrections, and follow-up to assure necessary corrections are made. Depending on the severity, return to the job site to assure compliance, or review at the next inspection.
- If ordered correction is not made within the specified time, establish necessary evidence for possible use in civil or criminal action.
- Work with division management or bureau administration to provide technical and chronological information to the Attorney General or the County Prosecuting Attorney's office to secure compliance through the courts.
- Seal elevators out of service that do not comply with code, notifying division management in accordance with established policies, procedures, directives, and timeframes.

Duty 4**General Summary:****Percentage: 5**

Maintain records and reports.

Individual tasks related to the duty:

- Complete all required paperwork, including but not limited to, inspection reports, daily activity reports, travel logs, and travel expense vouchers, in compliance with established policies, procedures, directives, and timeframes.

Duty 5**General Summary:****Percentage: 3**

The following duties may be performed at the request of division management or bureau administration.

Individual tasks related to the duty:

- Investigate elevator accidents and prepare reports in accordance with established policies, procedures, directives, and timeframes.
- Investigate complaints of hazardous and/or improper operation of elevators and prepare reports in accordance with established policies, procedures, directives, and timeframes.
- Give deposition and appear in court as an expert witness when subpoenaed in civil and criminal cases.
- Conduct special investigations of elevating devices requested by elevator contractors, general contractors, architects, building owners, building officials in state and local units of government, etc.
- Interview persons performing elevator work on job locations to determine if persons are licensed elevator journeypersons or working under the direct supervisor of a licensed elevator journeyperson. If not, notify division management.
- When requested, provide assistance in the division by answering code questions, reviewing and approving permits, etc.
- Assist other inspectors when requested by division management or bureau administration.
- Attend training to keep abreast of new technology, methods of construction, and changes in the code.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Approve/disapprove elevator alterations and installations based on the applicable laws, rules, and standards. Issue correction orders requiring replacement of hoist cables, related load safety tests, no load safety tests, oil buffer tests, hydraulic relief valve tests, and any necessary repairs or replacement of any worn parts of the elevator equipment. Schedule annual inspections and issue annual certificates of operation in assigned area.

Elevator contractors and journeypersons, architects, building owners, and the general public may be affected by these decisions.

17. Describe the types of decisions that require the supervisor's review.

Extension of correction order compliance time, issuance of a temporary certificate of operation, code interpretation, and any action contrary to division or bureau policies and procedures, or any issue sensitive in nature.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Inspectors must examine all parts of an elevating device, hoistway, and machine room. Periodically inspect special elevating devices in TV towers, up to 1200 feet in height, and elevators in grain silos that are subject to the possibility of explosion. This would require the ability to walk, bend and reach for extended periods of time, ability to climb tall ladders, and ability to bend and stoop in confined areas. Inspectors are exposed to weather conditions, to the hazards associated with construction sites, including fall hazards, work in and around live electrical equipment, noise, odor, dust, dirt, dampness; and to noxious chemicals, fumes and materials. Considerable travel by automobile is required.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

To enforce the provisions of the applicable laws, rules, and standards by making inspections of new and altered elevator equipment and periodic inspections as required in an assigned area of the state.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Establish

25. What is the function of the work area and how does this position fit into that function?

The function of the Elevator Safety Division is the protection of the public through development and enforcement of elevator codes, inspection and licensing of elevating devices, investigation of elevating device complaints and accidents, and the licensing and regulation of elevator installers and repairers.

General elevator inspectors are located throughout the state to directly enforce the applicable elevator laws, rules, and standards, inspect elevating devices, issue required annual elevator certificate of operations, and to assure the safety of the general public.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

